

CV Checklist

Do you have the following information on your CV? When you have written your CV check the following points.

- Is it well presented?
- Is the layout clear?
- Is the language clear and readable?
- Have you included contact details which include your name and surname, title, postal address, postal code, email, fax, mobile phone, and landline number?
- Are your achievements, skills and experiences emphasised?
- Have you had someone else read over it?

TO NOTE:

It is essential when writing your CV to include variables in order to sell your skills on paper. Your curriculum vitae should be written with the same purpose as any marketing brochure; Write your CV with the aim to sell your skills.